

Energy Service Coalition (ESC) State Chapter Guidelines

- 1) ESC state chapters function as committees of the National ESC.
- 2) All members of ESC state chapters must be ESC members.
- 3) The activities and leadership of ESC state chapters are subject to the approval of the ESC national executive board. This serves to ensure that the message and mission of the chapters are kept synchronized with the ESC. Any new or unusual chapter activities must be approved in advance by the national ESC executive board. Anything needing review should be sent to the ESC executive director so review and approval by the ESC national executive board can be obtained.
- 4) In order to maintain the public-private partnership aspect of the ESC in state chapters, each ESC chapter will have 2 co-chairs: a public sector chair and a private sector chair. The public sector chair will represent a state agency (energy office, state facilities program, or environmental agency). The state agency representative can be from whatever agency is interested in actively supporting performance contracting education. The private sector chair will represent an energy service company. The state agency representative should be selected by the participating state agency to be the public sector chair. The private sector chair should be elected by the chapter's members.
- 5) If an ESC state chapter chooses to do so, chapter members may also elect vice chairs to represent other categories of ESC membership such as building owners, finance companies, technical assistance providers, equipment suppliers, and other types of organizations.
- 6) ESC state chapters can create as many sub-committees as they wish to further the impact of the chapter in the state. Recommended committees include a membership committee, outreach committee, workshops committee, and a state-specific documents committee. (See attachment for recommended activities for each chapter committee.)
- 7) The goal of each ESC state chapter is to develop an outreach program that provides education on performance contracting to the target audience in their state. This outreach program should be workable for the ESC state chapter and include consideration of the following steps and activities:
 - a) Identify all the organizations in the state that have members that would benefit from learning about performance contracting.
 - Submit ESC state chapter articles for publication in newsletters and other publications of these organizations.
 - Volunteer ESC state chapter speakers for the meeting agendas of these organizations.
 - b) Provide performance contracting training sessions or events, as these are deemed useful.
 - c) Divide the delivery effort among the members of the ESC state chapter so that it is workable for all the members.
 - d) ESC state chapter members that participate in ESC outreach activities need to represent the ESC when doing this outreach delivering education rather than company-specific selling.
- 8) Each ESC state chapter shall:
 - a) Prepare and maintain a yearly plan of activities and provide this plan, each time it is updated, to the ESC executive director so review and approval by the national ESC executive board can be obtained.
 - b) Provide a quarterly report of chapter activities for the past quarter and for the future quarter to the ESC executive director so review and approval by the national ESC executive board can be obtained.

National ESC Contact Information

esc@energyservicescoalition.org

Suggested Agenda for Organizational Meeting of a State Chapter of the Energy Services Coalition

(This draft agenda covers a 2 ½hour meeting. Please revise and modify this agenda as necessary.)

1. Introductions of people present (*15 minutes*)
2. Overview of Energy Services Coalition (ESC) – National and state chapter activities (*15 minutes*)
3. Describe role of interim Public Sector ESC Chapter Co-Chair (*10 minutes*)
 - Responsibilities for ESC State Chapter startup
 - In 6 months, the public sector co-chair for the next year will be selected by the interested state agencies.
4. Describe role of interim Private Sector ESC Chapter Co-Chair (*10 minutes*)
 - Responsibilities for ESC State Chapter startup
 - In 6 months, the public sector co-chair for the next year will be elected by a vote of all members of the ESC State Chapter
5. Describe the responsibilities of ESC Chapter Committees (*15 minutes*)
 - Chapter Outreach Committee
 - Chapter Workshops Committee
 - Chapter State-Specific Documents Committee
 - Chapter Membership Committee
6. Ask attendees to identify the members of each of the committees above (*15 minutes*)
7. Breakout session for each committee (*30 minutes*)
 - Elect a committee chair
 - Develop a committee workplan (see attached committee responsibilities)
8. Reports by committees of their workplans to the full meeting for feedback and suggestions (*30 minutes*)
9. Identify a regular schedule for ESC State Chapter meetings (*10 minutes*)
 - Set a regular meeting time and date. (For example, 9 am on the first Tuesday of each month is suggested.)
10. Close of meeting

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Suggested Responsibilities for ESC Chapter Committees

- 1) Chapter Membership Committee:
 - (a) Recruit members for the ESC chapter (and national ESC) in the state served by the chapter.
 - (b) Gather contact information of people who should be on the ESC e-mail list and e-mail this contact information to the national ESC.
 - (c) On a regular basis, gather attendee lists from events attended by chapter members where attendees may be interested in ESC's message. These lists can be e-mailed or faxed to the national ESC.
- 2) Chapter Outreach Committee:
 - a) Identify organizations whose members would benefit from learning about performance contracting and arrange to have ESC articles in their newsletters and ESC speakers at their meetings.
 - b) Prepare a calendar of upcoming state chapter events and e-mail to the national ESC on a regular basis.
 - c) On a regular basis, prepare an article on state chapter events that have occurred (with pictures if possible). Submit this article to the national ESC for posting on the ESC web site.
 - d) Work with ESC national organization to prepare and release on a quarterly basis news releases describing the ESC State Chapter's achievements
- 3) Chapter Workshops Committee:
 - a) Organize at least one workshop per year on performance contracting.
 - b) Coordinate chapter workshops with the National ESC executive director.
 - c) National ESC will handle attendee registration.
 - d) Organize workshop and local logistics. (A modest fee should be charged to cover costs, with a reduced fee for ESC members to provide an incentive to join.)
 - e) National ESC executive director should sign contracts for meeting rooms and other services. National ESC will pay for meeting rooms and other services out of fees collected, donations, and other sources. The goal is for each of these workshops to be financially self-supporting.
- 4) Chapter State-Specific Documents Committee:
 - a) Prepare a one to two-page summary of the rules applying to performance contracting in each vertical market in the state covered by the chapter, and include contacts and web links for additional information for rules applying to each vertical market.
 - b) If it is seen as necessary and useful, prepare state-specific versions of ESC procurement and contracting documents. (Where possible, suggest improvements to national documents so they can meet both state-specific and national needs).
 - c) Prepare a state specific guide to performance contracting for your state based on ESC template.
 - d) E-mail all documents prepared to the national ESC documents committee for review, approval, and addition to ESC web site.
 - e) Prepare a quarterly and annual list of new performance contracting projects in the state with, project address, contact information, square feet addressed and expected energy savings. Submit to the Chapter Outreach Committee and the national ESC executive director so they can work together to issue a news release to the media and interested organizations in the state.

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